



# CITY OF GERMANTOWN

## **PLANNING COMMISSION CHECKLIST FOR REZONING REQUESTS**

**SUBMIT THIS CHECKLIST TOGETHER WITH APPROPRIATE APPLICATION FORM WITH ALL MATERIAL REQUIRED FOR PLANNING COMMISSION REVIEW.**

Applications will not be accepted if all material required is not included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details. Please check (x) all applicable items.

1. VICINITY MAP AND INFORMATION
  - a. ☐ A map showing all properties, and names of their owners, within 500 feet.
  - b. ☐ A list, on plain paper, of the names and mailing addresses of all owners of property within 500 feet.
  - c. ☐ A list, on gummed mailing labels, of the names and addresses of all owners of property within 500 feet.
2. CONCEPT PLAN
  - a. ☐ A plan indicating how the property may be developed for the intended use, while meeting the requirements of the requested zoning district with regard to building setback lines, building height, buffer, landscape and parking requirements.
  - b. ☐ Relation to the existing street system.
  - c. ☐ Zoning of adjacent tracts.
  - d. ☐ Location of buildings on adjacent tracts.
  - e. ☐ Names of the owners of all adjoining lots or tracts.
3. TRAFFIC ANALYSIS
  - a. ☐ Adequacy of access streets to serve proposed use
  - b. ☐ Effect of project on surrounding streets and intersections
  - c. ☐ Improvements that would be needed to public streets - traffic controls
4. REQUIREMENTS FOR REZONING REQUESTS
  - a. ☐ Vicinity Map, as required above, showing the relationship of the proposed zoning to surrounding existing zoning.
  - b. ☐ Letter justifying the rezoning.
5. DIGITAL PLANS
  - ☐ All vicinity maps and concept plans in .jpg format.